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12 March 1959

120359

OFFICE OF SECURITY DIRECTIVE NO. 59-2

FOR: All Office of Security Employees

SUBJECT: Indexing and Searching

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1. The consolidation of our Office of Security indices holdings into a uniform master index is being initiated at this time in the interest of increased efficiency of operation. In order to achieve uniformity, all index cards will be standardized with regard to size, texture, information to be included thereon and the purpose for which they are used.

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2. Effective 1 APRIL 1959, information to be indexed will be placed on 3" x 5" hardback cards. A card which is used to index the name of the subject of the security file will be known as a Primary Index Card (formerly Subject index card). A card which is used to index any name or data other than the subject of the security file will be called a Secondary Index Card (formerly Reference or Asterisk index card). In order to distinguish a primary index card from a secondary index card and also to distinguish whether information has been indexed to an overt or covert security file, a color system of index cards will be used as follows:

a. Primary Index Cards:

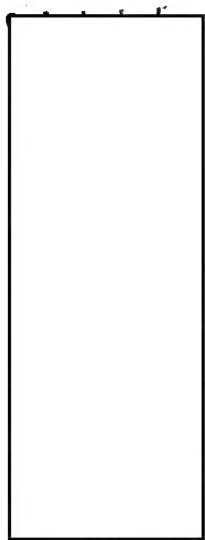
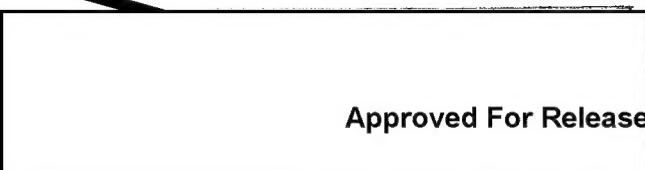
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- (1) Blue - to index the subject of any overt security file.
- (2) White - to index the subject of any covert security file.

b. Secondary Index Cards:

- (1) Salmon - any indexing to an overt security file or record other than the subject of a file.
- (2) Yellow - any indexing to a covert security file or record other than the subject of a file.

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Next 3 Page(s) In Document Exempt

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- d. Under the new uniform system for the operation of the indices, copies of index cards will not be disseminated. An index card becomes a permanent integral part of the master indices to be used only to locate information contained in some security file or record. Therefore, no information other than identifying information described above should be included on an index card.

11. It might be beneficial at this time also to draw a distinction between searching and indexing. A search of the indices is generally performed to ascertain and obtain information with regard to a particular case, or situation of current interest. If "on the head" search for subject files only is all that is desired, the search request form should so indicate. If, on the other hand, all available information is desired, a complete search of both primary and secondary index cards will be conducted. When information exists which is not only pertinent to the instant case but which also has an actual or potential future intelligence or investigative value, that information should be indexed. Selective indexing of information, as opposed to indiscriminate indexing of all information, will increase the potential of the indices to direct us to pertinent information rapidly and efficiently, thereby enabling us to obtain maximum use and benefit from our resources of security information.

12. The Security Records Division, upon request, will index any name or other data which is marked for indexing. However, the project of consolidating and unifying the indices in the Security Records Division has placed a tremendous workload on that Division. It is suggested, therefore, that wherever possible index cards be prepared in the office of the individual who reviewed the document using the uniform system as set forth above. This will be extremely helpful in enabling the Security Records Division to cope with the current workload since the complete consolidation of the indices will extend over a period of several months. Any particular problems encountered with respect to indexing material should be referred to the Security Records Division for assistance, advice or guidance.


Sheffield Edwards
Director of Security

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